

TOWN OF SUDBURY  
Position Posting  
Aquatics Swim Instructor/Supervisor  
Park and Recreation Department  
35 hours per week

The Town of Sudbury is seeking an energetic, self-motivated individual for the position of Swim Instructor/Supervisor. Responsibilities include teaching swim lessons, lifeguarding, and overseeing the day-to-day functions of the Town's aquatic programs, pool operation (to include pump room), equipment, chemical/pool supplies and other pool related matters at the Atkinson Pool in Sudbury, under the direction of the Park, Recreation and Aquatics Director. Also oversees and participates in water safety and lifesaving training/instruction; coordinates swim lesson programs; teaching weekday and weekends. Works closely with swim teams, dive teams, club teams and renters during swim team seasons.

Ensures the safety of aquatics facility for use by participants by adherence to the proper State Board of Health Codes Minimum Standards for Swimming Pools and ensures performance of pool chemical testing in compliance with state mandated procedures and addresses any variances.

The ideal candidate will have a Bachelor's degree in either leisure services/recreation/education with current CPO or ability to obtain within six months is highly preferred; supplemented by a minimum of two (2) years of related experience in aquatic facility, one year of which shall be in a supervisory capacity; or any equivalent combination of education and experience. Requires excellent communication skills, superior judgment and ability to work independently, as well as collaboratively. Full-time position (35 hrs/week); requires flexible hours plus evenings and weekend work a must.

Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/departments/HR>.

Starting salary range is \$48,511 to \$52,382 (top step in range to \$63,804) plus excellent benefits. Email letter of interest and resume to Dennis Mannone at [MannoneD@sudbury.ma.us](mailto:MannoneD@sudbury.ma.us). Resumes **accepted until September 3<sup>rd</sup> at noon**.  
AA/EOE

***Please see complete Job Description below:***

## **AQUATICS SWIM INSTRUCTOR/SUPERVISOR**

### **Position Purpose:**

The purpose of this position is to supervise and teach swim lessons, additionally perform administrative and supervisory work in overseeing the day-to-day functions of the Town's aquatic programs at the Atkinson Pool in Sudbury. Oversees and participates in water safety and lifesaving training and instruction; performs all other related work as required. Involves evening, weekend and holiday work.

### **Supervision:**

*Supervision Scope:* Performs varied and responsible duties which range in nature from routine to complex requiring a thorough knowledge of pool operations; may be required to exercise some judgment in situations not clearly defined by precedent or established procedures.

*Supervision Received:* Work is performed under the administrative direction of the Director of Park, Recreation and Aquatics; only unusual situations or cases are referred to the Park, Recreation and Aquatics Director.

*Supervision Given:* Supervises seasonal employees, lifeguards, swim instructors, head lifeguard, and front desk receptionists. Counsels and disciplines staff consistent with town policies.

### **Job Environment:**

Work is performed in large pool aquatic facility and under pool facility office conditions. Works with pool chemicals. The noise level is moderate to loud at times, and may be louder than normal at times on the pool deck.

Operates aquatics, swim meet equipment and timing systems, as well as computer, printers, facsimile machine, copier, calculator, typewriter, and other standard office equipment; may operate an automobile.

Has frequent contact with the general public including children and adults, requiring a high level of patience, tact and discretion. Contacts are mostly in person and sometimes by telephone and involve discussions on pool safety, procedures, and policies.

Errors could result in reduced levels of service, poor public relations, and potential danger to the general public.

Access to confidential information may include matters related to employee personnel records and membership records.

Position requires evening, weekend and holiday work as well as some irregular hours.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Coordinates swim programs, as well as ensuring rescue and life saving techniques as required in emergency situations. Oversees administrative and programming for the pool during a specified shift; serves as direct supervisor for facility operations during the specified shift.

Ensures high quality programs and ensures program enrollment targets are met. Evaluates program effectiveness; responds to customer feedback; develops and implements methods for increasing participant awareness of all programs.

Participate in the development, planning, coordination, and implementation of aquatic programs; including swim lessons and serve as a specialist and a leader for certain program areas; supervise and teach various aquatic programs and swim lessons; work on program scheduling and prepare program publicity and calendars, input registration for classes.

Creates and manages Aquatics Program budgets for presentation to and review by the Aquatic Director.

Train, supervise and schedule 50 plus part-time or seasonal staff. In coordination with Aquatics Director, establish and maintain weekly staffing plan. Implement policies and procedures.

Check all areas of the facility to ensure every element of the building and facility, including dive well and pools, locker room and mechanical equipment room is in working order; Test the pool chemicals and other required safety measures necessary to operate the aquatic facility safely and in compliance with local, state, and federal regulations.; ensure that the facility is kept clean and safe for patrons and pool staff. Ensure that building security is maintained at all times.

Oversees and performs daily customer service functions as needed, including work the front desk, answer the telephones, work cash register and other office duties. Oversees reconciliation of cash registers and prepare bank deposits. Responsible for ensuring that safety procedures are adhered to. Perform lifeguard duties as needed. Resolves customer service issues.

Under the direction of the Aquatics Director, responsible for management of all operations and personnel of the Aquatics facility during assigned shift.

Act as manager of the aquatic facility in the absence of the Aquatic Director.

Oversees the management of the pool, which involves rescue and life saving techniques as required in emergency situations.

Performs similar or related work as required, or as situation dictates.

Under the direction of the Director, ensures the safety of aquatics facility for use by participants by adherence to the proper State Board of Health Codes Minimum Standards for Swimming Pools.

Ensures performance of pool chemical testing in compliance with state mandated procedures and address any variances.

Schedules all swim team rentals, lane scheduling and dive well time, as well as swim meets.

Evaluates aquatic programs and activities. Creates, promotes, schedules, and instructs new aquatic programs.

Works on organization and recordkeeping for classes, pool related equipment and chemicals; includes inputting of online registration codes.

Under the direction of the Director, troubleshoots pump room issues, to include filtration problems, air quality issues, pool temperatures, boilers and other pool related issues.

Responsible for ordering chemicals, pool and facility supplies.

Performs administrative duties including maintaining records and statistics, preparing reports, maintaining department files, etc. Performs life-guarding duties and water safety instruction duties.

Assists in the development of swim programs. Organizes and assists in pool registration.

Ensures that all rescue and aquatic equipment is in good working order. Ensures adequate training of staff in CPR, First Aid, Water Safety Swimming and teaching skills by conducting monthly in-service trainings.

Performs regular day-to-day duties independently and is given some discretion in exercising judgment, making decisions, and determining appropriate course of action. The Aquatic Supervisor is expected to alert the Director of Park, Recreation and Aquatics of serious problems and policy issues.

Responsible for opening or closing facility, and some cleaning responsibilities at the pool facility.

Promotes and publicizes programs and activities including writing news releases, program fliers, updating department bulletin boards, and onsite media sources, including updating inclement weather hotline and website. Assists in creating seasonal brochures.

Communicates and enforces all safety procedures and regulations at the pool facility. Assists the Director in the investigation of and reporting of all accidents.

Assists in developing policies and procedures for aquatic staff. May assist in preparing department budget; preparing and reporting payroll.

Under the Direction of the Director, oversees collection of revenue, i.e. membership and guest fees, rentals, etc.

Develops monthly work schedules for all full and part-time aquatic staff. Effectively communicate schedules and coverage needs in a timely manner.

Organizes program calendar for staff and members on a regular basis, organizes and evaluates in-service training for aquatic staff.

Instruct classes and lifeguard as needed.

Performs similar or related work as required.

**Recommended Minimum Qualifications:**

Education and Experience:

Bachelor's degree in either leisure services/recreation/education with current CPO or ability to obtain within six months is highly preferred; supplemented by a minimum of two (2) years of related experience in aquatic facility, one year of which shall be in a supervisory capacity; or any equivalent combination of education and experience.

Special Requirements:

Water Safety Instructor (WSI)

Lifeguard Training (LGT)

CPR for the Professional Rescuer (CPR-PR) w/AED

First Aid

Certified Pool Operator (CPO) within 1 year

Certification in automated external defibrillator (AED)

Aquatic Facility Operator (AFO) preferred

Lifeguard Training Instructor Training (LGT-IT) within 1 year

Water Safety Instructor Training (WSI-IT) within 1 year

First Aid/ CPR/AED Instructor Training (FA/CPR/AED – IT) within 1 year

Knowledge, Ability and Skill:

*Knowledge:* Working knowledge of pool aquatic facility, procedures and equipment. Thorough working knowledge of lifesaving techniques, CPR, and First Aid. Knowledge of pool filtration systems. Knowledge of Commonwealth of Massachusetts Department of Public Health Minimum Standards for Swimming Pools.

Knowledge of principles and practices associated with the management of an aquatic facility, current trends associated with swimming and aquatic safety, and customer service. Cash handling and bookkeeping knowledge

*Ability:* Ability to swim. Ability to communicate effectively with all members of the public (including children and young adults) in a courteous and tactful manner. Ability to establish and maintain good working relationships with co-workers. Ability to fairly and tactfully enforce facility rules and regulations. Ability to maintain a variety of records and statistics. Ability to deal with multiple tasks at the same time. Ability to organize and supervise employees. Ability to work independently; to develop and organize programs; and to conduct various swimming instruction programs. Ability to effectively communicate with patrons, staff, vendors, and other Town employees; ability to promote aquatic programs and activities.

*Skill:* Excellent organizational, customer service and public relations skills. Excellent swimming and lifeguarding skills as well as in instruction and teaching aquatics. Good oral and written communication skills. Computer skills in word processing and spreadsheet applications. Bookkeeping skills. Skills in operating all above-mentioned equipment.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required to swim for extended periods of time; must be able to perform all water lifesaving techniques on adults and children. Regularly required to stand, walk, talk, hear, crouch, stoop, and sit; must be able to manipulate objects, tools, or controls, and common office/pool objects. May spend a large portion of shift swimming, standing and/or walking. Frequently lifts and/or moves objects weighing approximately 30 to 60 pounds such as equipment, supplies, and chemicals. Moderate physical effort occasionally required to perform emergency lifesaving efforts. Vision and hearing at or correctable to normal ranges.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*